

Director of Logistics

Chief, Planning Staff, OL

Procurement for Building 213

1. A copy of the Procurement Division's Report on "Special Equipment and Furnishings for Building 213," dated 20 November 1962, was received by the Planning Staff on 21 November. After a preliminary examination on that date, this report was used on 23 November in a meeting between [redacted] to determine the procurement actions listed thereon that need special attention.

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2. The attached enclosure contains a list of uncompleted procurement actions, which were determined in the meeting to need attention. The procurement actions listed are divided into two categories, those essential to an operational capability and those highly desirable from an operational viewpoint. The last column in the enclosure contains recommendations for appropriate actions by the Procurement Division.

3. In the examination of the Procurement Division's Report, it was assumed that the various contractors would complete deliveries of the other items as shown. However, since actual deliveries under the scheduled dates shown are under control of the contractors and the transportation means utilized, additional contacts with various contractors will be necessary to obtain maximum assurance of deliveries as committed.

4. In addition to the Procurement Division's Report, [redacted] examined his outstanding requisitions to determine any other procurement actions that should be expedited. He requested that a check on voucher numbers 63-15762 for small ladders and laboratory stores, 63-20556 for library stools, and 63-15792 for electric pallet trucks be made for delivery in December. Also, he requested that the requisitions for an Oxalid machine and for 20 drafting machines be honored as soon as possible prior to the end of the year. All of the items on these requisitions are considered to be in the "Highly Desirable" category.

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5. The Chief, Procurement Division, has been briefed on the results of the meeting with [redacted] and agrees with the actions recommended as shown on the enclosure. He also agreed to give attention to the requisitions listed in paragraph 4 above.

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DOC	16	REV DATE	14-10-81	REV	006199
ORIG COMP		ORI	35	TYPE	01
ORIG CLASS	5	PAGES	4	REV CLASS	C
JUST	22	NEXT REV	2011	ALPH	HR 70-2

SUBJECT: Procurement for Building 213

6. As additional matters of information, it was agreed that future reports of the Procurement Division should drop any reference to requisitions that have been completely fulfilled. Also, the time delay in provision of information on receipt of material in [] can be reduced by addition of an informal call from an individual at [] to a designated individual in the Procurement Division. [] of Procurement Division will attempt to arrange such an additional reporting procedure for future incoming shipments.

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Enclosure:
Procurement Actions Needing
Special Attention

Distribution:

Original - Addressee

- 1 - NPIC (Attn: [])
- 2 - Chief, PD/OL
- 1 - Chief, SD/OL
- 1 - Chief, RE&CD/OL
- ✓ 1 - OL/PS (Official)

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OL/PS/ [] (26 Nov. 62)

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PROCUREMENT ACTIONS NEEDING SPECIAL ATTENTIONEssential to Operational Capability

<u>Voucher No.</u>	<u>Requisition No.</u>	<u>General Description</u>	<u>Contractor</u>	<u>Scheduled Delivery Date Shown on Report</u>	<u>PD Action Recommended</u>	
63-19334-2	5500-2019-63	Class A Furniture f/ Supergrade Officers		Week of 21 Dec. 62	Obtain confirmation to <input type="text"/> not later than 21 December.	STAT STAT
63-24232	5500-1027-2	200 Chairs, Metal, Rotary, w/arms	GSA	Missing from shipment 13 Nov.	Check to locate. Info on 23 Nov. reveals they were shipped from St. Louis on 13 Nov.	
63-15646	5500-5038-63	24 Drafting Tables		Scheduled to be shipped from Wis. on 21 December	Confirm 21 Dec. shipping date and have tables delivered to <input type="text"/> by Motor Express. To arrive before 31 December.	STAT STAT
R-69-63	5500-9504-63	UNIVAC 490		Due on 26 Nov. 30 days for installation & check out.	Follow up for delivery.	
63-15553	5500-6019-63	Cabinets & accessories		Complete 15 December.	Confirm installation by 15 Dec. subject to availability of space.	

Highly Desirable from an Operational Viewpoint

<u>Voucher No.</u>	<u>Requisition No.</u>	<u>General Description</u>	<u>Contractor</u>	<u>Scheduled Delivery Date Shown on Report</u>	<u>FD Action Recommended</u>	
63-17367	5500-2006-63	128 Unitized Furniture Bookcases/Phone stands (Item 9 not located)	GSA	Missing from shipment 23 Oct.	Recheck and attempt to locate in early December.	
63-15698	5002-2022-63	Furniture for Executive area		15 Dec. 62	Recheck for firm 15 Dec. delivery to <input type="text"/>	STAT STAT
63-15667	5500-5037-63	Map type filing units		(no date given)	Obtain firm date for delivery w/o bases	
63-20724	5500-5073-63	Space finder, file cabinets & filing supplies		7 Dec. 62 (not verified)	Check firm deliver date.	
63-15782	5500-2036-63	Shoe cleaning machines		15 Dec. 62 (not verified)	Check firm deliver date.	
63-20723	5500-5057-63	Space finder, file cabinets & filing supplies		7 Dec. 62 (not verified)	Check firm deliver date.	
63-20873	5500-6092-63	Library File Cabinets		15 Dec. 62 (not verified)	Check firm deliver date.	
62-21546	5500-6252-62	Photo Equipment & Supplies		1 Jan. 63 is given as date of completion.	Attempt to obtain completion prior to 31 Dec.	
63-15707	5500-2023-63	Tables, Bookcases & counters		31 Dec. 62	Attempt to obtain delivery to <input type="text"/> prior to 31 Dec. 62.	STAT STAT